



# BOROUGH OF WILKINSBURG

## CODE ENFORCEMENT DEPARTMENT

ROOM 304 THIRD FLOOR

605 ROSS AVENUE

WILKINSBURG PENNSYLVANIA 15221

PH 412-244-2923/FX 412-244-2922

### PROPERTY TRANSFER OR REFINANCE APPLICATION

In accordance with Chapter 202 (property transfers) and Chapter 217 (Sewer and Sewer Disposal)

Lot & Block Number \_\_\_\_\_ Application Number \_\_\_\_\_

Property Address \_\_\_\_\_ City \_\_\_\_\_ State & Zip Code \_\_\_\_\_

Building Type: ☐ Commercial with \_\_\_\_\_ units in building; ☐ Mixed Use;

☐ Residential: ☐ Single Family; ☐ Apartment with \_\_\_\_\_ units in building

Financial Transaction ☐ Refinance ☐ Property Transfer ☐ Foreclosure

Existing Owner \_\_\_\_\_ Phone Number \_\_\_\_\_ E-Mail \_\_\_\_\_

Owner Address \_\_\_\_\_ City \_\_\_\_\_ State & Zip Code \_\_\_\_\_

Prospective Buyer Name \_\_\_\_\_ Telephone # \_\_\_\_\_ E-Mail \_\_\_\_\_

Prospective Buyer Address \_\_\_\_\_ City \_\_\_\_\_ State & Zip Code \_\_\_\_\_

Realtor or Agent Name \_\_\_\_\_ Realtor Telephone # \_\_\_\_\_ E-Mail \_\_\_\_\_

Additional Addresses Associated with Parcel \_\_\_\_\_

### Fees

Lien letter	\$35.00
Sewer Compliance	\$25.00

\*EXPEDITED FEES MAY APPLY

ALL INFORMATION ON THIS APPLICATION IS REQUIRED IN ORDER TO PROCESS YOUR REQUEST. UNLESS THE PROPERTY HAS BEEN DYE TESTED IN THE LAST TWO YEARS OR LABELED EXEMPT BY THE BOROUGH, YOU MAY HAVE TO SUBMIT AN "APPLICATION FOR DYE TEST CERTIFICATE OF COMPLIANCE" COMPLETED BY A REGISTERED MASTER PLUMBER.

PRIOR TO NEW OWNERS OR ANY OTHER TENANTS OCCUPYING THE PROPERTY, AN APPROPRIATE APPLICATION FOR OCCUPANCY INSPECTION WILL BE REQUIRED FOR EACH DWELLING UNIT. NO TENANT CAN OCCUPY A PREMISIS UNTIL AN OCCUPANCY PERMIT IS ISSUED.

APPLICATIONS RECEIVED WITH INCOMPLETE INFORMATION OR FEES WILL NOT BE PROCESSED.

UNDER SECTION 107.6 OF IPMC IT SHALL BE UNLAWFUL FOR THE OWNER OF ANY DWELLING UNIT OR STRUCTURE WHO HAS RECEIVED A COMPLIANCE ORDER OR UPON WHOM A NOTICE OF VIOLATION HAS BEEN SERVED TO SELL, TRANSFER, MORTGAGE, LEASE OR OTHERWISE DISPOSE OF SUCH DWELLING UNIT

OR STRUCTURE TO ANOTHER UNTIL PROVISIONS OF THE COMPLIANCE ORDER OR NOTICE OF VIOLATION HAVE BEEN COMPLIED WITH, OR UNTIL SUCH OWNER SHALL FIRST FURNISH THE GRANTEE, TRANSFEREE, MORTGAGEE OR LESSEE A TRUE COPY OF ANY COMPLIANCE ORDER OR NOTICE OF VIOLATION ISSUED BY THE CODE OFFICIAL AND SHALL FURNISH TO THE CODE OFFICIAL A SIGNED AND NOTARIZED STATEMENT FROM THE GRANTEE, TRANSFEREE, MORTGAGEE OR LESSEE, ACKNOWLEDGING THE RECEIPT OF SUCH COMPLIANCE ORDER OR NOTICE OF VIOLATION AND ACCEPTING THE FULL RESPONSIBILITY WITHOUT CONDITION FOR MAKING THE CORRECTIONS OR REPAIRS REQUIRED BY SUCH COMPLIANCE ORDER OR NOTICE OF VIOLATION.

Please print clearly. Illegible and incomplete forms will not be accepted. Please remit payment with this application. For Corporations, a form of identification of an authorized officer of the company, or copy of a written agreement of the corporation's registered agent is required.

The undersigned hereby represents that, to the best of his/her knowledge, belief that all information listed above is true, correct, and complete; and that all attachments contain the required information.

**Applicant Signature**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only**

Permit Number \_\_\_\_\_

Fee Paid \$ \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_